



Iowa Department of Transportation

To: Holders of the Project Development Information Packet

Date: May 3, 2002

From: Office of Local Systems

Revision No.: 02-2002

Subject: Project Development Information Packet Revision

The Project Development Information Packet (Packet) has been revised. If you are maintaining a hardcopy of the Packet, please update your Packet by removing the old documents and replacing them with the revised documents noted below. To view, print or download the revised documents noted below, click on the document title.

You may wish to keep this revision notice in the "Revision Notices" section of your Packet for future reference. The current version of all Packet documents are available on the internet at:

http://www.dot.state.ia.us/local_systems/publications/2001_packet/packet_toc.htm

*** PLEASE NOTIFY ALL AFFECTED PERSONNEL OF THIS CHANGE ***

Document Title (Section / Index No.)	Revision Date	Description of Revision(s)
Steps in the Federal-aid Consultant Selection Process (Index No. 1)	04-29-02	<ul style="list-style-type: none">• Steps 18 & 23: If consultant work will consist of multiple phases, a cost estimate for all phases of work must be provided with the authorization request. FHWA authorization will be requested for the total cost of all phases of consultant work.• Steps 19 and 33: The ceiling for which a pre-audit is required was raised from \$50,000 to \$100,000.
Types of Payment Methods (Index No. 1)	04-29-02	<ul style="list-style-type: none">• Page 2, Paragraph 2, Lump Sum: Lump sum type consultant agreements must be accompanied by a detailed cost estimate to show how the lump sum fee was determined.• Page 3, Example Cost Estimate – Notes: The first note was revised to require, instead of recommend, that a detailed cost estimate be submitted for all types of consultant contracts.
Guidelines for Federal-aid Consultant Agreements (Index No. 1)	04-29-02	<ul style="list-style-type: none">• Page 1, Paragraph 1: The ceiling for which a pre-audit is required was raised from \$50,000 to \$100,000.• Page 3, Paragraph 29: This new paragraph recommends that consultant contracts include provisions for correction of defective work by the consultant.
Sample Consultant Agreement (Index No. 1)	04-29-02	<ul style="list-style-type: none">• Paragraph XVIII, Consultant's Endorsement on Plans: The phrase "or Architect" was added to the statement concerning the required professional seal on project plans or reports.• Paragraph XXII.B, Reimbursable Costs (Lump Sum Option): A statement was added to clarify that all reimbursable costs should be included in the lump sum contract amount.